

El Monte Safety Committee Quarterly Meeting
January 29, 2003, 2:00-3:00 pm
HSL Conference Room

Those who attended:

Annette Hebert, Michael Carter, Bill Yates, Raphael Susnowitz, Martin Cvjetkovic, Wayne McMahon and Cindy Francisco.

Log 300 Review:

There have been no workers compensation claims filed to date for 2003.

The required posting of the Log 300 for claims for 2002 will be posted on the ARB Inside Bulletin Board.

Vehicle Accident Log Review:

For calendar year 2002, there were seven recorded vehicle accidents; one was a reported vandalism of a vehicle. Vandalism does not need to be reported to the Office of Risk Insurance Management.

New Safety Officer:

Marie LaVergne, the newly appointed Administrative Services Division Chief, is our new Safety Officer. Gayle Yost and Cindy Francisco will remain in their roles as Assistant Safety Officer and Safety Coordinator, respectively.

Distribution of Safety Meeting Ideas:

We discussed whether or not there was still a need to distribute the Monthly Safety Meeting Ideas via hard copy to each manager/supervisor or could we change to posting it on ARB Inside. The advantages of sending it out in hard copy is that it is a visual reminder to managers/supervisors to discuss safety issues with their staff and also provides them with the form to document their discussion. If it is posted on ARB Inside, there would be no written record that staff have read the information. Committee members stated that they would prefer that copies be still sent in hard copy. Since this was the same decision made by the Sacramento Safety Committee, the Safety Meeting Ideas will continue to be sent via hardcopy to managers/supervisors.

Emergency Action Plan Drafts:

Drafts of the Emergency Action Plans for each facility were distributed to each Emergency Action Coordinator with comments/changes due to Cindy Francisco by January 30, 2003.

Committee members requested to receive information on Homeland Security and any information on preparation for biological or smart bomb attacks.

Basic Medic First Aid/CPR Classes:

Three classes that allow 12 persons to be trained on CPR/Basic First Aid is being offered in El Monte on February 25, 26, and 27, 2003. Employees may register by sending an approved Training Request to Joy Antell (ASD). There is no charge for the class.

2002 Safety Inspection Responses:

The inspection reports are out and some responses from the Emergency Action Coordinators have been received.

Drill Evaluation:

Bill Yates did a wonderful job, as usual, coordinating the annual evacuation drill for all five buildings in El Monte. There was also a fire extinguisher training by the El Monte Fire Department. Areas to improve are: Annette Hebert, EAC for Annex 1 needs a two-way radio and others need more training on the use of the two-way radios. Annette Hebert needs training on how to use the employee notification system in her facility.

Raphael Susnowitz requested that during the construction time that we refrain from having evacuation drills. So in April, there will be no evacuation drill, but Bill Yates will look into showing an earthquake preparedness video by the Red Cross instead.

Flair Park Security and Business Manager's Association Meeting Report:

The next meeting is scheduled for Thursday, January 30, 2003.

Facility Management Update:

Norma Tiscareno provided the update on the various construction projects, the annual asbestos notification memos should be released soon, and the Security Guard contract is being renewed.

Next Meeting:

The next meeting is scheduled for March 19, 2003 from 1:30 to 2:30. It will be conducted via video-conferencing. El Monte staff will meet in Conference Room 106 in Annex 2 and Sacramento will meet in Conference Room 710.